

Deployment to the Deepwater Horizon (MC-252) Event Guidelines (Draft 1)

Deployment is a three step process:

1. Response personnel obtain the necessary training needed for this deployment.
2. Response personnel register into the national Incident Qualifications and Certification System (IQCS) prior to deployment.
3. Responders provide information concerning availability and qualifications into the master response data base so they can be correctly mobilized and assigned to work

Each step of this process is described as follows. If you have questions about any of these steps, contact your designated point of contact.

[Regional DH Points of Contact for Deployment](#)

Step 1: Training Requirements for Responders

There are several training requirements for personnel responding to this incident. The National Conservation Training Center (NCTC), in conjunction with Region 4, has constructed a website that outlines the positions considered necessary for the response, training (HAZWOPER, ICS, etc.) and skill sets required of staff to support the FWS response to this spill incident. The website includes links to all required training. Go to <http://training.fws.gov/csp/oilspill/main.html> or the NCTC home page and click on "USFWS Training Requirements for Deepwater Horizon (MC-252) Oil Spill Response".

Personnel who are going to be deployed will need to take the IS 100 and IS 700 training classes, as well as the BP class on "Post Emergency Spill Oil Cleanup." IS-200 is also required for many of the assignments. These training classes are all easily obtained on-line at the training web site. All personnel who are interested in participating in the response effort are encouraged to go ahead and get these classes completed.

Depending on expected exposure to hazardous materials, some responder positions also require the 24 or 40 hour HAZWOPER training. At this time, these classes are offered on-line through the NCTC Oil Spill Response training website. Consult this website for the most up to date training information.

Instructions for US Fish and Wildlife personnel - registration for HAZWOPER on-line training:

The course titles are listed below, with a link to the registration page for the course. To register for a course, please click the link.

40 Hour HAZWOPER:

<https://www.natlenvtrainers.com/register.html?course=40hazwoper>

24 Hour HAZWOPER:

<https://www.natlenvtrainers.com/register.html?course=24hazwoper>

8 Hour HAZWOPER Annual Refresher:

<https://www.natlenvtrainers.com/register.html?course=hazwoper>

The link you select will take you to the registration page for the desired course. Please complete the fields, and **be sure to list "US Fish and Wildlife" as the company name**. The bottom of the page is for **payment information - please leave this portion blank as the billing arrangements have been made**.

After completing the registration page and clicking to submit, your course opens immediately. You can begin your session or can close the page and return at a later time. **You never need to "save" your session - you can simply close the page and return to the same place at a later time.**

Please note that FWS users may get a "certificate" error when they try to access the training site - please select "Continue to this web site" to proceed

Please let the trainers know if you have any questions - you can reach them by phone (888-877-7130) or e-mail - cab@natlenvtrainers.com.

Step 2: Incident Qualifications and Certification System (IQCS) and the Resource Ordering and Status System (ROSS).

IQCS is an interagency application that allows the sharing of training and certification data across all involved agencies (BLM, NPS, BIA, FWS, and the USFS). IQCS also provides the agencies a way to track the functions of personnel who perform emergency response duties for All Risks (e.g., oil spills, hazardous material releases, and hurricane response). The major functions of IQCS are training, certification, and incident responder management.

The USFWS is using IQCS to track and dispatch personnel for the Deepwater Horizon (MC-252) incident because of the anticipated duration of response and the need for repeated mobilization of nontraditional incident responders. All potential responders to this incident should establish an IQCS account before mobilizing to the incident.

You will find the IQCS new responder form at:

<http://iqcs.nwcg.gov/main/sub/reference.html>. You should complete this form before contacting your Regional IQCS Point of Contact (POC) identified below (*note, this may be a different person than the oil spill deployment point of contact).

IQCS Regional Points of Contact (POC):

Region 1	Brian Gales	-	-
Region 2	Patrick Pearson	-	-
Region 3	Valdo Calvert	-	-
Region 4	Rick Struhar	404-679-7061	
Region 5	Allen Carter	757-986-3409, x 101	
Region 6	David Carter	-	-
Region 7	Jan Passek	-	
Region 8	Jessica Wade	-	-
Region 9	Anna Fisher	703-358-2663	

The IQCS POC will guide you through the process of creating an IQCS profile. You should submit copies of all required oil spill training certificates with your IQCS new responder form to your Regional IQCS POC. You should also provide additional training certificates that provide documentation for additional job skills that are relevant to the oil spill response. Examples of certification documents that might be helpful:

- Licenses and certifications such as Emergency Medical Technician (EMT) or Veterinarian
- USFWS Motorboat Operator Certificate
- USFWS ATV Operator Certificate
- USFWS Specialty Tracked Equipment Operator Certificate
- BP Basic 4 Hour Training
- 24 Hour Hazardous Waste Operations and Emergency Response
- B3 Basic Aviation Safety
- M3 Aviation Management Training for Supervisors
- A312 Water Ditching

IQCS Qualifications

Technical Specialists (THSP) are personnel with specialized skills gained through educational degree programs or other training that meets established standards. In general, a THSP may perform the same duties during an incident as he or she would perform in their regular job. THSPs that have training/experience in the Incident Command System (ICS) will be able to quickly apply their specialized skills in the oil spill incident environment. For the immediate purpose of ordering personnel for the Deepwater Horizon incident, the IQCS will classify most FWS employees as THSPs. As time allows, FWS will develop new standard positions for FWS spill response activities to better identify and track the key positions needed for response.

When a person creates an individual account in IQCS, the Regional IQCS POC should clearly brief you about the location and appropriate contact information for the servicing dispatch center.

Step 3: Resource Ordering and Status System (ROSS)

ROSS is a computer software program that automates the resource ordering, status, and reporting process. ROSS tracks all tactical, logistical, service and support resources mobilized by the incident dispatch community. ROSS operates in about 400 interagency dispatch and coordination offices throughout the Nation, thus reducing labor-intensive practices, increasing customer service, improving communications, and lowering the costs associated with delivering services to field operations.

Data management personnel load the individual qualifications from IQCS into ROSS for dispatch purposes. Individuals will need to have a ROSS account created once the IQCS profile is initiated. The Regional IQCS POC will instruct the individual on the process being utilized to set the individuals availability status in ROSS (example- the local dispatch center will be responsible to status availability).

To properly identify, order and track responders in ROSS, each employee is required to have an account established in the IQCS. IQCS contains the responder's name, Unit ID, positions the responder is qualified for, contact information and a record of completed training.

Coordination with the appropriate IQCS/ROSS contact is critical to getting an employee's information entered into the system. Each regional POC will have a list of the correct contact information.

The following items need to be taken into consideration as individuals and the Fire Management organization begin the process of establishing IQCS accounts:

- Individuals will be entered into IQCS. No other qualification system will be used.
- Individuals will be entered into IQCS with the Technical Specialist (THSP) qualification. The notes section of the individual ROSS order will identify specific skill sets that the individual must possess for the assignment.
- Individuals being dispatched as a THSP for spill response are strongly encouraged to take copies of supporting documentation (i.e. training certificates, credentials, etc. (that are pertinent to the oil spill response) for verification purposes on arrival.

To begin the IQCS account creation, individuals must provide the completed "IQCS New Responder Form" (Attachment 1) and copies of all required training certificates to the appropriate Fire Management Officer (FMO). At a minimum, this will include applicable documents from the section below.

As a reminder, the IQCS/ROSS process does not exempt an employee from obtaining supervisory approval before being dispatched.

Attachment 2 – Simplified Steps for responding to the Oil Spill, contains Steps for navigating through IQCS and ROSS for the Oil spill response.

Step 3: Getting Deployed

Work with your immediate supervisor and fill out the Responder Skills form available on the following link (copy and paste into your web browser):

<https://intranet.fws.gov/region4/ba/computer/responder.cfm>

This form will be available 24/7 for you to use at your convenience. Once filled out, if there is a need to update your information or availability, contact your oil spill response point of contact directly for editing (this data base will be self editing in the near future).

Regional DH Points of Contact for Deployment

***Note:** In the Responder Skills database under Periods of Availability, the 7 day time period identified represents a time period that you are available to be dispatched. If you're dispatched during this time period you would have to add the 14 day assignment plus 2 days of travel for a total 16 day commitment (Example: you checked June 20-26. You receive a Resource Order on June 23. You travel on June 24 and complete a 14 day assignment. You then travel home on July 9, for a total commitment of 16 days).

If you are called up you will be contacted by your local interagency dispatch center. The local dispatch center will contact you with a resource order number (O number). Individuals responding to the Deepwater Horizon Oil Spill must receive a unique Resource Order for every deployment to the incident. This is important because movement through the dispatch system and employee accountability will track you while you travel to and from the incident and account for your safety. When you return home from a deployment, the servicing dispatch center will close your O Number. If FWS deploys you for another oil spill assignment, the servicing dispatch center will issue a new O number to you.

The Resource Order contains all the information you'll need regarding reporting location, contact number(s) at the reporting location, charge codes for travel/per diem and times. You will have to make your own travel arrangements through GovTrip (1-866-486-6135). Once you have made your travel arrangements, fax your travel itinerary to the local Interagency Dispatch Center that gave you the Resource Order. Under most circumstances, responders should not deploy to the oil spill without a Resource Order.

***Note** during the initial phases of resource ordering for this incident, many individuals were mobilized outside of the formal dispatch process. Incident personnel will make

every reasonable effort to provide for positive tracking and accountability for these individuals while on assignment.

The following information applies to you if you are from outside the Southern Geographic Area and for some reason you were not able obtain a Resource Order before departure:

- The Resource Unit Leader or Planning Section Chief will assign you a temporary order number in the incident data base for tracking time and financial expenditures until an order form can be produced;
- You will need to make your own return travel arrangements through GovTrip;
- Supply a FAX number and e-mail address to the person processing your order so it can be sent back through the system for mobilization communications.
- You must give the Planning Section Chief/and or expanded dispatch a copy of your return travel arrangements (for tracking your return travel).

Long Term Planning- Multiple Deployments:

Due to the expected duration and long-term need to ensure that critical positions are filled, FWS is developing a long-term planning tool to assist in managing key positions in the sectors. Individuals planning for multiple deployments should visit with their local Planning Section Chief after arriving on the incident to coordinate a formal schedule for additional deployments. This will help to ensure orders are placed in a timely fashion and ensure that FWS can effectively staff its long-term incident needs.

If you plan to have more than one deployment for the same position, the FWS Atlanta Regional Office will place resource order/s for you after the appropriate sector sends in an order request to the Regional Office Incident Support Team expanded dispatch office. The incident base (for example – Houma or Mobile) authorized official will initiate the order as a name request to be processed at least 7 days before you are needed on the incident.

Check-In and Assignment

- You must initially check-in at the location indicated on your Resource Order to ensure that you receive an orientation, assignments, expectations, additional training and logistical information.
- You must provide a copy of the Resource Order at check-in.
- You will be assigned a supervisor at check-in. You must coordinate assignments and communication with your supervisor until you are assigned to a different supervisor or demobilized.

Demobilization

- You must remain assigned to the incident until formally released.
- Your site supervisor at the incident will provide demobilization timeframes.
- You are responsible for making your return travel arrangements through GovTrip.

Arrival at Duty Station After Demobilization:

You must do the following immediately after returning to your Duty Station from your assignment:

- Notify the dispatch center that you have returned home safely.
- Reset your ROSS status through the process Outlined by your IQCS Point of Contact to reflect your current availability.
- If you expect to redeploy to the incident, you need to status yourself accordingly.

Region 4 has an excellent website that answers many questions regarding deployment to the oil spill including what to bring for the assignment, financial information and FAQ's. Access this site at: <https://intranet.fws.gov/mscanyon252oilspill/index.html>

Responder Safety

Employee health and safety is our top priority, and given the nature of this incident, employees should understand the safety hazards and necessary mitigations associated with working in and around petroleum spills. All individuals who expect to respond to this incident should review the information available at the following link regarding oil spill response: NIEHS Oil Spill Cleanup Initiative-Safety Awareness for Oil Spill Cleanup Workers <http://tools.niehs.nih.gov/wetp/index.cfm?id=2495>

For more information, please contact your regional point of contact for the oil spill response.

[Regional DH Points of Contact for Deployment](#)

Attachment 1
Incident Qualification and Certification System

Add New Employee

Name History			
First Name		Last Name	
Address History			
Address Type <small>(Home, Business)</small>		Address	
Phone Type <small>(Business, Cellular, Home)</small>	LIST BUSINESS, CELL, AND HOME NUMBERS	Phone Number	
Email Type <small>(Business, Home, Other)</small>		Email Address	
Birth Date/National ID			
* Date of Birth	CALL THIS INFO INTO ZONE FIRE SPECIALIST	* Social Security Number	CALL THIS INFO INTO ZONE FIRE SPECIALIST
Work Location			
Organization ID	YOUR STATION ORG CODE	Unit ID	ZONE FIRE SPECIALIST WILL FURNISH
Job Information			
OPM Job Code <small>(this can be found on the SF 50)</small>	YOUR JOB SERIES	Entry Date	ZONE FIRE SPECIALIST WILL FURNISH
Regular/Temporary		Full/Part Time	
Employment Kind <small>(Career, Career Seasonal, Casual Hire, Temporary, Volunteer)</small>			
Salary Plan			
Salary Plan <small>(GS, WG,WL, WS, AD, ES, EM)</small>		Grade	

* Date of Birth and National ID (Social Security Number) are hidden after the data has been entered into IQCS. IQCS has been approved following privacy act standards to collect this information.

Attachment 2

Simplified Steps for Responding to the Oil Spill

- 1) Read the Region website for guidance concerning Gulf Response: Mobilization, Qualifications, and Safety.
- 2) Check with your supervisor for approval to respond to the spill for a deployment of at least 2 weeks. All personnel who respond will need to be available for at least a 14-day assignment, although a 30-day commitment is preferred.
- 3) Take the required training (if you don't have it yet) which can be located at: <http://training.fws.gov/csp/oilspill/main.html>
- 4) Fill out the attached IQCS New Responder Form (Attachment 1) and make phone contact with the appropriate IQCS/ROSS manager who handles the stations in the state which you are located.
- 5) Email or fax the completed IQCS New Responder Form and copies of your training certificates to the appropriate IQCS/ROSS manager for input into IQCS.
- 6) Work with your immediate supervisor and fill out the Responder Skills form available on the following link <https://intranet.fws.gov/region4/ba/computer/responder.cfm>. Since the need for personnel grows daily, you are encouraged to provide your information to the web based form as soon as possible. However, this form will be available 24/7 for you to participate at a later time. Once filled out, if there is a need to update your information or availability, contact your regional point of contact directly.
- 7) If you receive an order to go to the spill, the local Interagency Dispatch Center serving the state in which you work, will contact you with a Resource Order. The Resource Order contains all the information you'll need regarding reporting location, contact number(s) at the reporting location, charge codes for travel/per diem and times. You will have to make your own travel arrangements.
- 8) Once you have made your travel arrangements, fax or email your travel itinerary to the local Interagency Dispatch Center that gave you the Resource Order.
- 9) Take copies of your training certificates with you in case you are questioned when you arrive on site.

- 10) When your assignment is complete, call the local Interagency Dispatch Center where you received your Resource Order and give them the travel itinerary to your home unit. Once you arrive home, call the dispatch center to let them know you arrived home safely and they will close out your file.

There are only limited situations when an employee can respond to the oil spill without a Resource Order. These circumstances must be worked with the receiving location and the sending unit.